



Police Assistant

Part-time, Temporary

SUMMARY DESCRIPTION

Under supervision of a Police Lieutenant or other assigned senior, supervisory, or management staff, provides a variety of non-sworn technical and administrative support in Police Department operations and services including but not limited to: property and evidence, document preparation, clerical assistance, and document delivery outside the city.

IDENTIFYING CHARACTERISTICS

This is the entry level class in police support services performing routine and less complex non-sworn law enforcement assignments while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Community Services Officer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. **This Limited Service classification is flexibly scheduled, non-benefited, part-time hourly, at-will, with no more than 1,000 hours per fiscal year.**

REPRESENTATIVE DUTIES

The below listed duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties to address business needs and changing business practices.

- Performs a wide variety of non-sworn technical and administrative duties in support of Police Department operations and services.
- Provide assistance in the property and evidence room. Transport police reports to the district attorney's office and court.
- Photocopy reports, answers phone lines, forwards calls to appropriate personnel, accept and deliver phone messages.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or to be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs. Standard law enforcement information, communications, and record keeping terminology. Modern office procedures, methods, and computer equipment. Computer applications such as word processing, spreadsheet, and database applications. English usage,

spelling, grammar, and punctuation. Desk procedures and methods for providing services and information including those related to files and documents. Record keeping and records management principles, procedures, techniques, and equipment. Customer service principles and practices.

Ability to:

Understand the organization, operation, and services of the Police Department, and of outside agencies as necessary to assume assigned responsibilities. Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations. Perform a variety of non-sworn law enforcement support. Operate and use modern office equipment including a computer and various software packages. Operate specialized automated law enforcement information systems to access and maintain data. Research and maintain records, logs, and files. Deal tactfully and courteously with the public and law enforcement personnel. Respond to requests and inquiries from the general public. Work with frequent interruptions. Exercise good judgment in maintaining critical and sensitive information, records, and reports. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Organize and prioritize work assignments. Understand and follow oral and written instructions. Type and enter data accurately at a speed necessary for successful job performance. Work varied hours including evenings. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: One year of work experience that demonstrates a general aptitude for working in a multi-task environment. Previous experience working in a law enforcement environment is highly desirable.

License or Certificate: Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office setting; travel to various locations; exposure to inclement weather conditions; exposure to heavy vehicle traffic conditions; may be required to work evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to various locations in response to non-emergency situations; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Salary

\$20.00 – \$22.08 per hour, no benefits.

IMMIGRATION REFORM AND CONTROL ACT

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

SELECTION PROCEDURE

Required City application may be obtained from City Hall, 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m., by calling (925) 516-5188 or by accessing the City website at www.brentwoodca.gov. **Return completed application to Human Resources by 4:00 p.m., Friday, October 17, 2014. Faxes, emails and postmarks will NOT be accepted.**

Please note - Upon appointment, the occupant of this position must not have funds on deposit with CalPERS.

Application packets will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation.

The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

THE CITY OF BRENTWOOD IS AN EQUAL OPPORTUNITY EMPLOYER